

# HR & OD POLICIES

human resources and organisational development

FACT SHEET

## WORKFORCE EQUALITIES MONITORING

It is important that we monitor the diversity of our workforce to help ensure an inclusive workplace is present within Aberdeenshire Council, where diverse skills, views and backgrounds are acknowledged and valued.

### What information is collected?

The details we collect relate to one or more of the nine protected characteristics:

- Age
- Disability
- Marriage/Civil Partnership
- Sex
- Gender Reassignment
- Maternity/Pregnancy
- Race
- Sexual Orientation
- Religion/Belief

Data is kept confidential and protected under the Data Protection Act 1998. It is not broken down to an individual level when analysed and published.

### When is this information collected?

The information is generally collected from individuals:

- When they apply for a position,
- When they are successful in obtaining a position,
- When they complete a training course, and
- When employee surveys are undertaken.



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### What is this information used for?

The data collected is used by the Council in many ways to help ensure we are an equitable employer, assisting in the exposure of underlying causes of inequality so they may be investigated and removed to prevent unfairness or disadvantage.

Monitoring equalities helps us to:

- See how far our workforce reflects the local communities we serve. This allows us to check the extent to which we are attracting people from across the community to apply for jobs, and decide if it is necessary to take action if it is found that particular groups are not applying or are consistently not getting jobs when they apply.
- Establish how well we are improving on an annual basis in achieving equality within our organisation.
- Establish how well we are doing in achieving equality in comparison to others in the public sector.
- Gain an understanding of the impact our policies and practices have on sections of our workforce with protected characteristics.
- Ensure we can set appropriate targets for the Council's equality policy action plan.

### Why is this important?

Understanding how well we are achieving the points above:

- Gives an indication to how well we are fulfilling the requirements set out in the Public Sector Equality Duty under the Equality Act 2010, which states that 'Scottish public authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations'.
- Ensures we are treating our employees fairly in terms of training and development opportunities, flexible working and staff retention.
- Helps us employ the best candidates.



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### Where is this information found?

Results obtained from monitoring the workforce are published in the equalities mainstreaming report every two years and will be available to view on Arcadia and the Aberdeenshire Council website.

### FURTHER INFORMATION

#### [Aberdeenshire Council's Equality Policy](#)

This policy highlights the importance of equality throughout Aberdeenshire Council; in addition to providing guidance, examples of common concepts and related key legislation.

#### ['What's it got to do with you?'](#)

A Stonewall document which explains why data such as age, gender, sexual orientation and race may now be requested by employers and what the benefit is.

#### [Equality and Human Rights Commission](#)

The Equality and Human Rights Commission (EHRC) is a non-departmental public body responsible for enforcing laws to do with equality and human rights, advising the Government when new laws are made and running campaigns to promote equality.

